



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst | Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall - 10th floor, Sacramento, CA 95814

Issue Date: July 2, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Dave Edwards, (916) 322-7953

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5157-085
051-220-5393-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of a Staff Services Manager II in the Management Information Retrieval System (MIRS) Unit, the incumbent, exercising a high degree of independence, performs analytical duties associated with the operation of the statewide system including on-going system development, maintenance, enhancement and customer support. Duties include but are not limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

DUTIES WILL COMMENSURATE WITH LEVEL HIRED.

- Serve as a technical consultant on the Management Information Retrieval System (MIRS) to department's personnel staff;
- Assist all Civil Service departments in composing and assisting in writing MIRS reports;
- Design training materials, conduct classroom instruction, provide consultations to departments upon request;
- Define business requirements for development and enhancement of the MIRS;
- Work with system analysts to ensure functional requirements are implemented;
- Conduct system acceptance testing to ensure business requirements for the modifications and updates to the MIRS are met;
- Track and report on reimbursable costs associated with the departments contractual agreements and provide the information to management;
- Identify CPU charges, storage costs and other costs associated with MIRS and provide the information to management;
- Serve as the technical liaison between our Information Systems analyst in determining impacts to



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MIRS based on technical letters and system upgrades;

- Identify training needs through a quarterly needs assessment and schedule individuals to attend one of four classes offered by the MIRS coordinators;
- Maintain the MIRS WEB page with quarterly updates; compile, draft and publish the bi-annual survey results to all MIRS departments.

Desirable Qualifications:

- Knowledge of the Management Information Retrieval System (MIRS);
- Knowledge and background in the State Controller's Employment History Data Base;
- Knowledge and background in the Uniform State Payroll System;
- Knowledge of FOCUS language;
- Knowledge of access data bases;
- Knowledge of excel, word perfect, power point;
- Excellent communication and customer service skills; and
- Ability to work in a team environment.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall - 10th floor
Sacramento, CA 95814

Attn: Dave Edwards